

Business Mentoring for Livelihood Beneficiaries in Samegrelo Region and Abkhazia (Gali and Ochamchire districts)

Terms of Reference (TOR)

Within BPRM-funded project “Economic Empowerment of IDPs and Host Communities in Georgia” the Charity Humanitarian Centre “Abkhazeti” (CHCA) in partnership with Arbeiter-Samariter-Bund (ASB Georgia), invites organizations and/or individuals to submit proposals to provide assessment and business mentoring/coaching to project grantees. These grantees own micro and small scale businesses in the Samegrelo region as well as in Gali and Ochamchire regions. Business mentoring/coaching will contribute to business development through the exchange of ideas, advice and experience sharing.

The contracted organisations and/or individuals are expected to provide training, mentoring and coaching in the following areas:

- **Business Development:** compliance with current and future legislation, taxation, competitiveness, marketing, strategic planning and product development (including the increase of processing efficiencies and qualities), accessing foreign markets, exporting and DCFTA.
- **Sectoral Development:** Auto Service, renovation, greenhouses, agriculture, other small-scale various services and productions, and etc.

The list of the proposed fields and sectors is not exhaustive and can be modified depending on the findings of the capacity gaps of beneficiaries.

Entire required service is divided into two independent **Phases**:

Phase I: "Needs assessment and mentoring/coaching plan elaboration"

Phase II: "Mentoring/coaching sessions provision"

EXPECTED OUTPUTS

Required Deliverables:

Phase I

1. Identify the key capacity gaps and training requirements of selected beneficiaries. This process should include elaboration a proper questionnaire and field visits to 44 beneficiaries in Samegrelo Region and 17 beneficiaries in Abkhazia (If the applicant would agree, CHCA could provide a competent field officer for works in Abkhazia). The working methodology should include preliminary studying all business plans submitted by the beneficiaries and verify how accurately the activities stipulated by the business plan have been implemented actually. If there were any deviations, what kind of circumstances/factors caused these deviations, etc.
2. Based on beneficiaries' current business capabilities' evaluation, elaborate individual business development plans including the schedules for mentoring/coaching/technical assistance interventions. The beneficiaries' individual plans should give a clear picture of the extent of needed interventions.

Phase II

1. Based on the findings and recommendations of the first phase provide at least one individual and/or group mentoring sessions to at least 61 mentees.
2. Conduct at least 3 professional and sectoral workshops for mentees.
3. Develop a number of case studies (at least one case study per sector) and articles based on the findings and results of the mentoring sessions (*the exact number of articles and its rationale should be suggested in the proposal methodology*)
4. Document and develop FAQs that were identified throughout the mentoring process

Key requirements for business mentors:

- Proven track record of delivering individual mentoring and training to businesses and individuals
- To be prepared to travel to the Samegrelo region (Zugdidi, Tsalendjikha, Chkhorotsku, Poti, Senaki).
- Mentors from the target region are encouraged to participate

Administration

Reporting and timeframe

The deliverable reports must be presented both in Georgian and English.

This service specifies five reporting deadlines:

Phase	Deliverable	Content	Time of Submission
Phase I	Deliverable #1	Identify the key capacity gaps and training requirements of selected beneficiaries. This process should include elaboration a proper questionnaire and field visits to 44 beneficiaries in Samegrelo Region and 17 beneficiaries in Abkhazia. The working methodology should include preliminary studying all business plans submitted by the beneficiaries and verify how accurately the activities stipulated by the business plan have been implemented actually. If there were any deviations, the service providers have to present detailed analyses of what kind of circumstances and/or factors caused these deviations, etc.	Within 12 days of signing a contract for Phase I
	Deliverable #2	Based on beneficiaries' current business capabilities' evaluation, elaborate individual business development plans including the schedules for mentoring/coaching/technical assistance interventions. The beneficiaries' individual plans should give a clear picture of the extent of needed interventions.	Within 19 days of signing a contract for Phase I
Phase II	Deliverable #1	▪ Provide 30 individual and group mentoring visits and training to selected mentees ▪ Document and develop FAQs that were identified throughout the mentoring process	Within 10 days of signing a contract for Phase II
	Deliverable #2	▪ Provide 31 individual and group mentoring visits and training to selected mentees	Within 20 days of contract signing

		Document and develop FAQs that were identified throughout the mentoring process	
	Deliverable #3	- Conduct 3 professional and sectoral workshops for selected mentees - Develop case studies and articles based on the findings and results of the mentoring sessions - Document and develop FAQs that were identified throughout the mentoring process	Within 30 days of contract signing

Resources

The contract will cover fees and all costs related to the task. Therefore, the individual or organisation will be responsible for all workshops, travel, logistic, staffing and any other costs they may incur during the service period. In the same time, CHCA will ensure service provider with the free training/meeting space. In addition, CHCA could provide one field monitor for works on Abkhazian territory, if it would be required by the service provider.

The application must include a detailed budget required to deliver all the results specified above.

HOW TO APPLY

At this stage, interested parties should submit a proposal (maximum 5 pages without annexes) **just for the Phase I**, which must include the following:

- A brief statement describing the applicant's experience, capacities, and qualifications in providing this service;
- A record of previous assignments;
- A proposed methodology in delivering this service;
- A detailed work plan indicating all deliverables and activities within a timeline;
- Tender figure. The maximum allowable budget for Phase I is \$4 000 (In exceptional case could raise by 20%);
- An annex of CVs of the proposed business mentors/coaches.

The submitted proposals will be evaluated against the following selection criteria:

Criteria	Score
Methodology and understanding of the needs of the service	25%
CVs of the proposed business mentors	30%
Organisational experience	10%
Work Plan in compliance with a required deliverables	20%
Price and terms of payments	15%

Two-stage Procurement Process

At the first stage, CHCA will receive only proposals related to Phase I. Proposals will be evaluated and the winner will be selected and contracted for implementation only Phase I. After full finalization of Phase I works, CHCA will announce the next competition in the frame of Phase II. For works under Phase II, CHCA reserves the right either to prolong the contract with the Phase I service provider, or to select a new one.